



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Department Name: Behavioral Wellness  
Department No.: 043  
For Agenda Of: October 15, 2019  
Placement: Administrative  
Estimated Time:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Department Alice Gleghorn, PhD, Director  
Director(s) Department of Behavioral Wellness, 805-681-5220  
Contact Info: Ernest Thomas, Facilities Manager  
Department of Behavioral Wellness, 805-681-5236

**SUBJECT:** Behavioral Wellness – Thomas D. Ramirez d.b.a. Southern Coast Janitorial FY 17-20 Second Amended Agreement

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve, ratify, and authorize the Chair to execute a Second Amended Agreement for Services of Independent Contractor with **Thomas D. Ramirez d.b.a. Southern Coast Janitorial** (a local vendor) to increase the contract amount by **\$100,000**, to reallocate FY 19-20 funds to FYs 17-18 and 18-19 as a result of unanticipated need for emergency services and supplies beyond the initial contract maximum, and to add specialty cleaning services to meet Federal and State regulatory compliance, for a total contract maximum not to exceed **\$512,380** for the period of July 1, 2017 to June 30, 2020;
- B. Determine that the County's economic interests are served by such a contract, pursuant to Government Code Section 31000, since there are not County employees available to perform these maintenance or custodial matters; and
- C. Determine that the above actions are government fiscal activities that will not result in direct or indirect physical changes in the environment, pursuant to section 15378(b)(4) of the California Environmental Quality Act (CEQA) guidelines.

**Summary Text:**

Behavioral Wellness (BeWell) contracts with local companies for the provision of janitorial services at various facilities throughout Santa Barbara County. During the term of this Agreement, the Contractor, at the request of the County, will provide a greater number of unanticipated specialty cleaning services at the Psychiatric Health Facility (PHF) and the Crisis Stabilization Unit (CSU) to meet State and Federal regulatory requirements than originally contemplated, and will incur total expenses beyond the current Contract Maximum. This Second Amended Agreement requests that the Board of Supervisors increase the contract amount by \$100,000 and ratify the reallocation of FY 19-20 funds to FYs 17-18 and 18-19. Approval of the recommended actions will allow BeWell to meet compliance for federal and state regulations.

**Background:**

Southern Coast Janitorial currently provides specialty care janitorial services for the BeWell CSU and PHF in compliance with stringent state and federal regulations. The services provided at both the CSU and PHF are vital and it is essential that the Contractor be available to provide these services upon emergency on a 24/7 basis. They also provide general janitorial services for Mental Health Clinics located in Santa Maria and the Quality Care Management (QCM) site in Goleta. Over the past several years, BeWell needed additional specialty clean-ups at both the CSU and PHF sites, due to emergent and emergency need for janitorial services and to respond to regulatory compliance audits. To cover the increased need for specialty care emergency services during FY 17-18 and FY 18-19, BeWell reallocated funds from FY 19-20. The increased funding requested in this second amended agreement will cover the increase of those unanticipated services from FYs 17-19, replace the reallocated funds from FY 19-20 to FY 17-19, and cover the remaining costs for FY 19-20.

**Performance Measure:**

For FY 18-19, Southern Coast Janitorial provided consistent 24/7 services to the PHF in accordance with State and Federal licensing requirements. They provide all required janitorial services for the Santa Maria Clinic and QCM site in accordance with the contract requirements. They also provided additional emergency clean up services at both the CSU and the PHF upon request.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>FY 17-18 Cost:</b>	<b>FY 18-19 Cost:</b>	<b>FY 19-20 Cost:</b>	<b>Total for FY 17-20</b>
General Fund				
State	\$ 90,044	\$ 82,038	\$ 84,107.50	
Federal	\$ 90,044	\$ 82,038	\$ 84,107.50	
Fees				
Other:				
<b>Total</b>	<b>\$ 180,089</b>	<b>\$ 164,076</b>	<b>\$ 168,215</b>	<b>\$ 512,380</b>

**Narrative:** The above referenced contract is funded by State and Federal funds. Funding for this item was approved in the FY 2019-2020 budget.

**Key Contract Risks:**

There is a risk of Medi-Cal and Medicare audit findings if janitorial services are inadequate at the CSU or the PHF to comply with Federal and State requirements. However, the risk is mitigated through this contract by requiring Contractor to provide scheduled and 24-7 janitorial emergency services upon request that meet regulatory standards.

**Special Instructions:**

Please return one (1) Minute Order and one (1) copy of the executed contracts to Denise Morales: [dmorales@co.santa-barbara.ca.us](mailto:dmorales@co.santa-barbara.ca.us) and one (1) of each document to [bwellcontractsstaff@co.santa-barbara.ca.us](mailto:bwellcontractsstaff@co.santa-barbara.ca.us).

**Attachments:**

Attachment A: Southern Coast FY 17-20 BC 18-008 AM2  
Attachment B: Southern Coast FY 17-20 BC 18-008 AM1  
Attachment C: Southern Coast FY 17-20 BC 18-008

**Authored By:**

D. Morales